

CLASS SPECIFICATION

County of Fairfax, Virginia

CLASS CODE: 4230
GRADE: F-27

TITLE: FIRE CAPTAIN II (Former FIRE CAPTAIN)

DEFINITION:

Under direction, functions as the fire and rescue station commander, with overall responsibility for station management and assigned resources; or supervises and coordinates the emergency medical services (EMS) in a battalion (comprised of fire and rescue stations located in one region of the County); or supervises a section in the Support Services Division (i.e., the Training Section, the Communications Section, or the Apparatus Section); or supervises and coordinates a section in the Fire Prevention Division (i.e., Investigations, Inspections, or Fire Protection Equipment & Systems Testing); or supervises the Safety Section or Equal Employment Opportunity/Affirmative Action program in the Fire Chief's Office; or performs a high level staff function in the Emergency Services Division (e.g., as the Assistant Fire Chief's Aide or EMS Aide); and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

A Fire Captain II functions as supervisor for the overall operation of a fire and rescue station or a major section, or as an EMS supervisor assigned to a battalion. A fire and rescue station commander has overall responsibility for administrative and maintenance activities of the fire company. A Fire Captain II is also responsible for the training and supervision of personnel on an assigned shift.

In comparison, a Fire Captain I functions as a shift supervisor, and a Battalion Chief directs and coordinates the emergency medical service, fire, and rescue activities in a battalion (comprised of fire and rescue stations located in one region of the County) for an assigned shift.

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a work performance test (unless granted light duty due to illness or injury).

ILLUSTRATIVE DUTIES:

In all functional areas

Directs the overall activities of the fire station, branch or section to which assigned;
Establishes goals, objectives and priorities for a fire station, branch, or section;
Develops procedures for the branch or section to which assigned;
Completes performance evaluations on assigned subordinate personnel, and recommends disciplinary action or commendation;
Participates in the physical fitness program;
Assists in the development and monitoring of the annual budget for the assigned area;

Attends staff and committee meetings, and disseminates information as appropriate;
Maintains accurate records and prepares complete reports;
Inspects the work location and all equipment for compliance with County, state, and federal safety regulations, and takes initial action to alleviate discrepancies;
Identifies deficient skills among subordinates, and plans and implements remedial training;
Plans and participates in public relations programs (e.g., observance of Fire Prevention Week) that meet community needs;
Insures assigned personnel maintain required certifications.

Fire Station Commander or EMS Supervisor

Assumes command at the scene of an incident until relieved by a higher-ranking officer;
Sizes up fire, EMS, or rescue emergencies and determines the necessity for additional firefighting companies, EMS units, or specialized rescue units (e.g., Technical Rescue or Hazardous Materials), as well as the proper course of action to effectively abate the emergency;
Investigates complaints and recommends disciplinary action as necessary;
Assures that training and certifications of assigned subordinate personnel are maintained.

Fire Station Commander

Makes decisions and directs subordinates as to the best method for combating fires and coping with other emergency situations;
Manages the fire and rescue station's resources and maintenance needs;
Prepares the budget for the fire and rescue station;
Requisitions and receives equipment and supplies;
Plans and executes the work assignments of a specific shift;
Arranges and conducts station tours, public relations events and demonstrations;
Participates in fire suppression and rescue activities;
Inspects buildings for compliance with State/County Fire Prevention Codes, issues violation notices, and conducts follow-up inspections;
Schedules and documents fire prevention inspection activities;
If assigned to a volunteer station, acts as a liaison with the volunteer fire and rescue organization;
As assigned, acts for the battalion chief in his/her absence.

Emergency Medical Services Supervisor

Oversees the operations of the emergency medical service in his/her assigned battalion;
Provides proper coverage of EMS units throughout the battalion;
Ensures continuous quality improvement of assigned battalion;
Reviews incident reports for completeness and accuracy;
Evaluates initial field training provided to EMS interns;
Evaluates and performs remedial training;
Conducts investigative review boards for noncompliance of protocols;
Responds to EMS emergencies within assigned battalion to evaluate and monitor medical treatment;
Maintains contact with the medical facilities in his/her assigned battalion;
In conjunction with hospital staff, performs chart audits of incidents;

Ensures that quality medical care is provided by systematically inspecting personnel and apparatus in his/her assigned battalion;

Schedules and critiques provider training and/or drills that test the ability of emergency medical services personnel and equipment to meet agency standards and goals;

Coordinates and attends unit case reviews, unit trauma case reviews, and multi-casualty incident drills;

Assesses the need for expanded emergency medical service in his/her assigned battalion and makes recommendations to superior officers.

Training Section

Participates in the development and administration of a continuous fire suppression or emergency medical training program;

Instructs career and volunteer personnel in fire suppression or emergency medical services;

Keeps abreast of new developments, innovations and techniques in the field of fire suppression and emergency medical services;

Reviews and evaluates equipment.

Communications Section

Plans and coordinates all facets of the Department's communication requirements;

Maintains records required by the FCC and other agencies.

Apparatus Section

In conjunction with the Equipment Management and Transportation Agency, directs a comprehensive maintenance and repair program for fire and EMS vehicles and equipment;

Reviews and/or develops specifications for new equipment;

Consults with the Emergency Services Division to determine future apparatus needs.

Investigations Section

Plans, coordinates, supervises and directs the work of the Investigations Section, prioritizing and assigning work to meet the goals of the Section;

Reviews reports, case files, and documentation, and evaluates employee performance;

Assists with the cause and origin of fires, and with follow-up investigations;

Maintains a liaison with Federal, State and local fire/explosive investigative agencies;

Commands the investigative aspects of a fire/explosion scene;

Monitors progress of cases/prosecutions.

Inspections Section

Plans, coordinates, supervises and directs the work of the Inspections Section, prioritizing work to meet the goals of the Section;

Reviews inspection reports and other documentation for accuracy, clarity, and completeness;

Assists in the interpretation and enforcement of the Fire Prevention Code;

Makes field inspections to provide technical assistance to builders, developers, or contractors;

Makes field inspections to assist field testing staff in determining code requirements for compliance in complicated or highly technical Fire Code-related matters;
Makes field inspections to mediate or resolve code-related deficiencies between the business/building communities and Field Testing Section staff.

Fire Protection Equipment and Systems Testing Section

Plans, coordinates, supervises and directs the work of the Fire Protection Equipment and Systems Testing Section staff, prioritizing work to meet the goals of the Section;
Reviews test reports and other documentation for accuracy, clarity, and completeness;
Assists in the interpretation and enforcement of the Fire Prevention Code.

Safety Section

Ensures the development and administration of a continuous safety training program;
Supervises and directs the shift safety officers;
Keeps abreast of new developments, innovations and techniques in the field of firefighter safety.

Equal Employment Opportunity/Affirmative Action Officer

Plans and coordinates the Department's Equal Employment Opportunity/Affirmative Action program;
Develops the Affirmative Action Plan;
Investigates complaints;
Provides EEO training;
Monitors the departmental workforce for minority and female representation in each EEO job category.

Aide to the Assistant Fire Chief for Emergency Services

Coordinates, compiles, and submits budget requests;
Monitors the budget;
Completes special projects;
Performs personnel jacket reviews and coordinates personnel moves for promotions/transfers;
Investigates and responds to complaints;
Responds to requests for interviews with personnel;
Coordinates the ride-along program;
Reviews Significant Incident Reports;
Responds to large emergency incidents to assist with command;
Drafts and reviews correspondence and other written documents.

EMS Administrative Aide

With field captains, directs EMS program issues;
Serves as the Fire and Rescue Department's liaison with the medical community (EMSAC), as well as the Medical Director;
Coordinates the ride-along program;
Administers Rescue Squad Assistance Fund (RSAF) grants;
Coordinates EMS field investigations;

Serves as contact point for the legal community;
Reviews and evaluates new EMS equipment;
Advises the Fire and Rescue Academy on EMS training;
Serves on committees;
Monitors certifications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices and techniques of the functional area to which assigned, and the ability to apply them effectively;
Knowledge of administrative, supervisory, and managerial techniques;
Knowledge of departmental policies and procedures, Standard Operating Procedures and the Personnel Regulations;
Knowledge of fire, EMS and rescue incident management;
Knowledge of the budgetary process and procedures;
Ability to communicate orally in an effective manner, using diplomacy and tact;
Ability to write complete and accurate reports, memos, policies and procedures, using proper grammar and format;
Ability to document actions, and to establish and maintain appropriate records;
Ability to delegate responsibilities and duties appropriately;
Ability to evaluate performance, counsel subordinates, and apply discipline fairly and effectively;
Ability to provide effective leadership;
Ability to take command and remain in command of an emergency situation under stress;
Ability to delegate, give feedback and take follow-up actions;
Ability to make decisions when no firm guidelines exist;
Ability to develop alternative courses of action;
Ability to accept constructive criticism;
Ability to take initiative, act decisively and assertively, and persevere;
Ability to be discreet and conscientious;
Ability to demonstrate emotional detachment in disturbing or troublesome situations.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education.

Successful completion of the following college-level courses, as outlined in the Fairfax County Fire and Rescue Department's Career Development Handbook:

Two semesters of English;
One mathematics course;
One hazardous materials course;
One course in administration;
One course in supervision;
One public relations course;
One course in speech communications.

Successful completion of incident command;
Completion of Zenger-Miller Frontline Leadership III or similar approved course; AND
Class A medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

Fire Suppression

Successful completion of college-level courses in Building Construction I and Fire Suppression Methods, as outlined in the Fairfax County Fire and Rescue Department's Career Development Handbook; AND

Two years of paid experience as a Suppression Captain I (F-25) or Suppression Lieutenant (F-24), or personnel currently holding the position of EMS Captain II.

Emergency Medical Services

Two years of paid experience as an EMS Captain I (F-25) or EMS Lieutenant (F-24), or personnel currently holding the position of Suppression Captain II.

Current Fire Captain IIs desiring to laterally transfer from Suppression to EMS, or vice versa, may do so by taking the Fire Captain II promotional examination in the opposite specialty field. Employees successfully completing the examination in the opposite specialty field will be placed on the appropriate eligible list and considered for transfer in accordance with the standard practice.

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-A or EMT-B);

Certification as a Fire Officer III;

Certification as an Instructor II;

Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;

Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND

Possession of a valid Motor Vehicle Driver's License.

Emergency Medical Services

Current certification as a Commonwealth of Virginia Emergency Medical Technician/C (EMT-C) or Emergency Medical Technician/P (EMT-P);

Certification for three years as a full Advanced Life Support provider, in accordance with Fairfax County training standards;

Certification in Advanced Cardiac Life Support; AND

Certification in Basic Trauma Life Support.

The following certifications must be obtained within one year of appointment to the position, based on the availability of the training:

Fire Prevention Division

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;

Certification as a Technical Assistant to the Fire Official in accordance with standards of the Virginia Department of Housing and Community Development.

Investigations Section

Certification as a Fire Investigator II in accordance with the standards of the Virginia Department of Fire Programs;

Certification in basic law enforcement in accordance with the standards of the Virginia Department of Criminal Justice Services;

Semi-annual weapons qualification.

NECESSARY SPECIAL REQUIREMENTS:

None.

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